

**TITLE:** **INSTRUCTIONAL SPECIALIST – ACADEMIC IMPROVEMENT & ACCOUNTABILITY**

**QUALIFICATIONS:**

1. Valid California teaching credential authorizing service in area of assignment
2. Successful classroom teaching experience
3. Knowledge of curriculum and instructional strategies and methodologies in core content areas; in-depth knowledge of frameworks and content standards
4. Knowledge and understanding of needs of diverse student population
5. Specialized training in reading/language arts, intervention, math or English language development including AB 466/SB 472 (completed or in progress)
6. Ability to analyze and interpret data
7. Ability to work collaboratively with others

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To improve student achievement by providing consultative services in various curricular- related areas and professional development activities designed to increase teachers' skills, instructional delivery and effective utilization of instructional materials

**PERFORMANCE RESPONSIBILITIES:**

1. Assists school sites in program implementation and alignment of instructional delivery in core content areas
2. Assists teachers with diagnosing and prescribing instruction to meet needs of students
3. Conducts demonstration lessons and assists with curriculum and pacing of programs to ensure adopted programs are used as designed
4. Demonstrates effective strategies and teaching techniques
5. Assist in preparation of curriculum guides and manuals as requested
6. Assists in alignment of instructional materials and assessments
7. Assists with development of district assessments
8. Assesses needs and assists in development, implementation and evaluation of special projects and programs
9. Organizes, facilitates and provides professional development
10. Plans collaboratively and delivers differentiated professional development
11. Gathers and analyzes data and prepares reports and proposals
12. Works collaboratively with and facilitates groups and grade level teams
13. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; teachers' salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.